



# Our Lady of Victories Infant School

## Ballymun Road, Dublin 9

### School Tours/Excursions Policy

**Introduction** Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. Tours will be arranged following discussions between the Principal and class teachers.

#### **Rationale**

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

#### **Aims**

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings
- To provide an enjoyable educational experience for all children

#### **Policy Content**

It has been the policy of the school over the years to organise separate tour dates and destinations for;

- Junior Infants
- Senior Infants
- First Classes

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. Shopping by the children is not permitted on these tours.

It is school policy to assign individual groups of 10 children approximately to individual teachers/adults. Adults wear “high vis” jackets. SNAs; members of the SEN Team and Garda vetted parent volunteers accompany classes on school outings.

- Children must obey their supervisors at all times (see School Code of Behaviour)
- Children must remain seated while the bus is in motion
- Children must remain with their allocated grouping and supervisor at all times
- Children will line up in their individual groups on disembarking from the bus

- Roll calls/head counts are taken when children return to the bus after each segment of the tour

### **Success Criteria**

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction

### **Review**

The school has a policy of single stream class tours as opposed to multi-class outings. This is proving to be successful and less stressful to all. Further reviews will be conducted in the light of experience.

### **Transport**

The transport organiser of the tour will ensure that:

- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- The bus company/suppliers and drivers accept the following conditions:-

### **Conditions of Hiring**

All transport supplied, will be suitable and well-maintained. Drivers have experience with driving children. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable a replacement will be supplied or the money refunded.

The driver is responsible for the safety of the children while they are travelling, but teachers have the right to intervene if it is felt the the safety of the children is compromised:

- The group will have access to the bus for the full day
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering.
- The consumption of food (snacking) and singing on the bus - at an acceptable level - will be at the discretion of the teacher in consultation with the driver
- Buses will be left as they were found.

### **Tour Kit**

Leaders will take a tour kit (First Aid, Change of Clothes) on all outings. These will be available from the office. The kit will contain:

- First aid materials, refuse and illness bags, newspapers, kitchen roll
- Money to buy parent volunteers coffee while on tour.
- Nominated teacher will contact school if any health and safety issue arises

### **Cost**

The teachers will ensure that the cost of the tour is reasonable and represents value for money. Children will not bring any spending money on tours.

### **Venue**

Tours will be booked early in the 1st or 2nd term for a date as early as possible in the 3rd term. The teachers will endeavour to be "au fait" with the venue, with particular reference to educational opportunities afforded, and services available (toilets, emergency facilities). All

tours should return to the school by 1.45pm as per the normal school day unless exceptional circumstances arise.

### **Weather Conditions**

Depending on the weather forecast rainwear and headgear is recommended. Parental application of sunscreen will be essential for all children on the day. A change of clothes may be necessary, depending on the venue.

### **Tours list**

A list of suitable tours for all classes is discussed collaboratively. Teachers will ensure that venues are suitable for pupils with additional needs.

### **Uniforms**

Teachers travelling together will decide whether uniforms should be worn.

### **Reports**

Where problems arise either with venue or transport teachers will report back to the Principal/Deputy.

### **Conduct on Tours**

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline. All school policies apply on tour. In certain circumstances parents may be asked to agree to a contract on behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance. Mobile phones are not to be brought on tours/outings by pupils. Teachers will have their own mobiles and can contact the school, should the need arise. Children must remain with their allocated grouping and supervisor at all times. Children will line up in their individual groups on disembarking from the bus. Head counts are taken when children return to the bus after the tour.

### **Safety and Supervision**

Teachers will be extra vigilant when taking children out of the school. Buses booked for trips must be fitted with individual seat belts and these should be worn by all children. Special attention will be paid to - road safety, seat-belts, behaviour on bus and risks posed by particular venues (e.g. adventure playgrounds etc.). The minimum supervision ratio will be 10:1 (adult).

### **Informing Parents**

Teachers will ensure that Parents are given sufficient notice of:

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware).
- Parents/Guardians should inform the school of any relevant health and safety measures that might affect their child while on a school tour. The Policy on Administration of Medication will apply to school tours and the class teacher will take charge of it, delegating to SNA if appropriate.
- Parents/Guardians will be requested to allow the staff and children disembark from the buses unhindered and collect their children in the school yard as normal

### **Local Field Trips**

Field Trips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest. Parents

give permission for their child to attend local places e.g. local parks, library, Botanic Gardens etc. as part of their learning in our school.

- The principal must be informed in advance if it is proposed that a class leave the school grounds.
- Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the field trip.
- Teachers should ensure adequate supervision at all times. Where necessary, an SNA or parent / guardian should accompany the class on the trip.
- Children should be appropriately dressed for the field trip e.g. high vis, raingear, suitable footwear etc.

## **TOURS CHECKLIST**

### **Before the tour**

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed re:-
  - itinerary
  - timetable
  - cost
  - lunch arrangements
  - clothing necessary

### **Agreement on**

- Leader
- Acceptable behaviour on the buses
- Extra supervisors

### **Day of Tour**

Tour leader and Deputy will ensure;

- Tour kits are available for each bus
- Money for coffee for volunteers
- Garda vetted volunteers helping out with supervision on tours will sign a form confirming that they have read Appendix 1 of Our Lady of Victories Infant School Policy governing our No Smoking Policy, the taking of photos/videos during the tour and acknowledging that the classroom teachers have ultimate responsibility for the children and that the teacher must always be consulted prior to any decisions being made by them.
- Lanyards are issued to volunteers accompanying the tour to be worn during the tour.

### **After Tour**

- Report back to office

- The Deputy Principal in conjunction with the class teachers will remain in the school yard following the disembarkation of the class groupings from the buses and ensure that every child has been collected by a Parent/Guardian.
- Lanyards to be collected by the Deputy or tour leader from any/all volunteers and returned to the office.

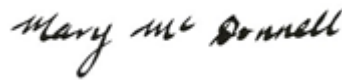
This policy will be reviewed on an identified needs basis following excursions.  
Reviewed by BOM 15th October 2024 with no amendment.

Chairperson Signature:



15th October 2024

Principal signature:



15th October 2024



### ***Appendix 1***

*Parents Volunteers on School Trips/Tours, please read the following notice carefully. This policy complements our Child Safeguarding Measures.*

1. **No Smoking** is permitted in the school or around pupils on trips/excursions Our Lady of Victories Infant School
2. Parents **DO NOT** have permission to take **photographs or videos** of children on a tour.
3. The **classroom teachers** have **ultimate responsibility** for the children. Parents must always consult the teacher prior to a decision being made.

#### **Adult Volunteer**

I have read and will comply with APPENDIX 1 of Our Lady of Victories Infant School Trips Policy

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_